

date: January 10, 2018

This document is an addendum to the CFAD for 2016-2017 [Fund B for the Capital Adult Education Regional Consortium]

Fund B (16/17)	(Fund B - Addendum 2)			(Fund B - Addendum 3)		Member representative	Signature	Date
	Original	PD & Mtg Svcs	RFA & TS	Total	CAERC Realloc	Total		
Amador County USD	592,710.70	4,500.00	-	597,210.70	-	597,210.70	Butch Wagner	<i>[Signature]</i> 1-10-18
Center Joint USD	185,012.32	4,500.00	32,900.00	222,412.32	13,218.04	235,630.36	David French	<i>[Signature]</i> 1-10-18
Davis Joint USD	304,333.17	4,500.00	-	308,833.17	27,993.14	336,826.31	Grace Sauser	<i>[Signature]</i> 1-10-18
El Dorado COE	170,071.38	4,500.00	-	174,571.38	11,706.13	186,277.51	David Publicover	<i>[Signature]</i> for David 1/10/18
Elk Grove USD	1,838,942.01	5,500.00	2,000.00	1,846,442.01	68,157.26	1,914,599.27	Karen Malkiewicz	<i>[Signature]</i> 1/12/18
Folsom Cordova USD	602,568.06	5,500.00	-	608,068.06	37,583.70	645,651.76	Ronda Balmain	<i>[Signature]</i> 1-10-18
Galt Joint UHSD	301,621.37	4,500.00	-	306,121.37	28,895.78	335,017.15	Lisa Pettis	<i>[Signature]</i> 1-10-18
Natomas USD	252,262.08	4,500.00	-	256,762.08	24,134.35	280,896.43	Keven MacDonald	<i>[Signature]</i>
Sacramento City USD	1,079,980.43	6,500.00	-	1,086,480.43	138,566.62	1,225,047.05	Susan L. Gilmore	<i>[Signature]</i> 10/11/2018
San Juan USD	1,502,788.70	4,500.00	32,900.00	1,540,188.70	86,811.46	1,627,000.16	Rick Messer	<i>[Signature]</i>
Twin Rivers USD	2,653,393.79	4,500.00	32,900.00	2,690,793.79	84,509.73	2,775,303.52	Jackie White	<i>[Signature]</i> 1/10/18
Washington USD	328,596.42	4,500.00	-	333,096.42	23,812.79	356,909.21	Renee Collins	<i>[Signature]</i> 1-10-18
Los Rios CCD	-	-	-	-	-	-	Tammy Montgomery	<i>[Signature]</i> 1-10-18
SCOE/CAERC	1,316,177.57	(58,000.00)	(100,700.00)	1,157,477.57	(545,389.00)	612,088.57	Joyce Hinkson	
	<u>11,128,458.00</u>	-	-	<u>11,128,458.00</u>	-	<u>11,128,458.00</u>		

Two rounds of re-allocations happened in 2016-2017 based on the continuous needs assesment and evaluation of the regional strategies and activities. In the 1st round, each member was given additional funds for professional development and meeting services, in case they were hosting the official CAERC meetings and events. Additionally 3 members were given funds for Transition Specialist postions at \$32,900 each. One partner, Sacramento Public Library, was awarded \$100,000 for a special projects RFA to work with a specific population in the region to aquire a high school diploma through a spealized program. EGUSD was given \$2,000 to help the partner, Sacremento Public Library, in tracking and assessing participants with the CASAS TopsEnterprise tool. In the 2nd round, members re-allocated additional \$545,389 in the unspent consortium-level funds. One member opted out of accepting the 2nd round of re-allocation.

**Consortium Administration:**

- Dr. Jamey Nye, Vice Chancellor of Education and Technology, CAERC Co-Chair, Los Rios Community College District, 916 568 3031
- Dr. Al Rogers, Deputy Superintendent, CAERC Co-Chair, Sacramento County Office of Education, 916 228 2409
- Branka Marceta, CAERC Director, Sacramento County Office of Education, 916 228 2587

# CONSORTIUM FISCAL ADMINISTRATION DECLARATION

## CAPITAL ADULT EDUCATION REGIONAL CONSORTIUM

### CONSORTIUM INFORMATION

**Organizational Information**

**Reporting Period**

<b>Consortium Name</b>	28 Capital (Los Rios)	<b>Start Date</b>	07/01/2016
<b>Long Name</b>	Capital Adult Education Regional Consortium	<b>End Date</b>	06/30/2017
<b>Short Name</b>	LOS RIOS	<b>2015 - 16 Grant Period</b>	
<b>Address</b>	10474 Mather Blvd P.O. Box 269003 Sacramento, CA 95826	<b>2015 - 16 Grant Number</b>	15-328-24
<b>Website</b>	<a href="http://www.caerc.org">www.caerc.org</a>		

**Consortium Administration**

**Primary Contact(s)** **Lorimer, Sue**  
Deputy Chancellor  
(916) 568-3031  
[lorimes@losrios.edu](mailto:lorimes@losrios.edu)

**Ely, Bethany**  
Coordinator  
(916) 228-2589  
[bely@sc.oe.net](mailto:bely@sc.oe.net)

### MEMBERS

Member Name	Contact(s)	District / LEA Code
Davis Joint Unified School District	Sauser, Grace (530) 757-5380 <a href="mailto:gsauser@djusd.net">gsauser@djusd.net</a>	72678
Twin Rivers Unified School District	White, Jacqueline (916) 566-2785 <a href="mailto:jackie.white@twinriversusd.org">jackie.white@twinriversusd.org</a>	76505
Natomas Unified School District	Smith, Christine (916) 567-5428 <a href="mailto:csmith@natomas.k12.ca.us">csmith@natomas.k12.ca.us</a>	75283
Center Joint Unified School District	Collier, Alyson (916) 339-4632 <a href="mailto:acollier@centerusd.org">acollier@centerusd.org</a>	73973
San Juan Unified School District	Messer, Rick (916) 971-7700 <a href="mailto:rick.messer@sanjuan.edu">rick.messer@sanjuan.edu</a>	67447
Sacramento City Unified School District	Lytle Gilmore, Sue (916) 277-6533 <a href="mailto:gilmores@scusd.edu">gilmores@scusd.edu</a>	67439
Galt Joint Union High School District	Lemmon, Robert (209) 745-2167 <a href="mailto:rlemmon@ghsd.k12.ca.us">rlemmon@ghsd.k12.ca.us</a>	67355

*Handwritten notes for Natomas and Galt districts:*  
 Natomas: Keven macdonald (916) 928-5200, [kmacdonald@natomasunified.org](mailto:kmacdonald@natomasunified.org)  
 Galt: Lisa Pettis (209) 745-3081 ex 1011, [Lpettis@ghsd.k12.ca.us](mailto:Lpettis@ghsd.k12.ca.us)

	<b>Duncan, Sean</b> <i>Director of Educational Services</i> (209) 745-3061 <a href="mailto:sduncan@ghsd.k12.ca.us">sduncan@ghsd.k12.ca.us</a>	
	<b>Duncan, Sean</b> <i>Director of Educational Services</i> (209) 745-3061 <a href="mailto:sduncan@ghsd.k12.ca.us">sduncan@ghsd.k12.ca.us</a>	
Folsom-Cordova Unified School District	<b>Linebarger, Charlie</b> (916) 635-6810 <a href="mailto:clinebar@fcusd.org">clinebar@fcusd.org</a>	67330
Elk Grove Unified School District	<b>Malkiewicz, Karen</b> (916) 686-7717 <a href="mailto:kmalkiew@egusd.net">kmalkiew@egusd.net</a>	67314
Sacramento County Office of Education	<b>Sanchez, Tamara</b> <i>Assistant Superintendent, CBO</i> <a href="mailto:tsanchez@scoe.net">tsanchez@scoe.net</a>	10348
	<b>Ely, Bethany</b> <i>Coordinator</i> (916) 228-2589 <a href="mailto:bely@scoe.net">bely@scoe.net</a>	
	<b>Hinkson, Joyce</b> (916) 228-2597 <a href="mailto:jhinkson@scoe.net">jhinkson@scoe.net</a>	
Washington Unified School District	<b>Ramos, Alejandro</b> (916) 375-7740 <a href="mailto:aramos@wusd.k12.ca.us">aramos@wusd.k12.ca.us</a>	76778
El Dorado County Office of Education	<b>Sutherland, Gary</b> (530) 457-7046 <a href="mailto:gsutherland@edcoe.org">gsutherland@edcoe.org</a>	10090
	<b>Publicover, David</b> (530) 295-2257 <a href="mailto:dpublicover@edcoe.org">dpublicover@edcoe.org</a>	
	<b>Sutherland, Gary</b> <b>Publicover, David</b> <a href="mailto:dpublicover@edcoe.org">dpublicover@edcoe.org</a>	
Amador County Unified School District	<b>Wagner, Butch</b> (209) 257-5100 <a href="mailto:bwagner@acusd.org">bwagner@acusd.org</a>	73981
Los Rios Community College District	<b>Lorimer, Sue</b> <i>Deputy Chancellor</i> (916) 568-3031 <a href="mailto:lorimes@losrios.edu">lorimes@losrios.edu</a>	00230

## FISCAL MANAGEMENT

### **Funding Channel**

The consortium has designated a fiscal agent

### **Rationale**

Selecting a fiscal agent is especially advantageous for a consortium with a large membership like CAERC. The fiscal agent offers a neutral point of contact responsible for distributing the consortium funds in accordance to the CAERC Governance and Fiscal Allocation Plans, AB 104, and Education Code section 84913. The fiscal agent is also responsible for collecting, compiling, and reporting consortium-level fiscal information to the AEBG office. With 14 members, the fiscal agent structure is efficient and provides a system of checks and balances for managing the consortium funds. In April 2015, members interested in serving as the consortium fiscal agent had to submit a Letter of Interest and present a proposal to the consortium. Sacramento County Office of Education (SCOE) was the only member to submit a Letter of Interest. The members reviewed a draft proposal template which included what the potential fiscal agents should include in their proposals. Members voted unanimously in favor of the proposal criteria. SCOE's proposal was emailed to the members in advance of the May 2015 meeting. On May 6, 2015, members voted unanimously by written ballot for SCOE to be the new fiscal agent. The members have voted unanimously to continue with SCOE as fiscal agent.

**Approach**

To fiscally manage the Adult Education Block Grant, the fiscal agent has provided members with expenditure and progress report templates. Each template is customized for each funding stream (MOE, consortium allocation, and rural county) and includes details on object codes with brief descriptions, AEBG seven program areas, and objectives. The templates also include pre-formulated cells to provide members an embedded "checks and balance" system to avoid data entry errors. In addition, members submit brief narratives to substantiate the expenditures during the specified reporting period. The submitted expenditure and progress reports from the members are then compiled at the consortium level to generate the consortium fiscal report. Finally, the fiscal agent's certifying official certifies the expenditures and submits the report to the state on the behalf of the consortium.

**Certifying Official / Coordinator**

Sanchez, Tamara

**Certifying Official /  
Coordinator's Email**

[tsanchez@scoe.net](mailto:tsanchez@scoe.net)

**ALLOCATION SCHEDULE**

**15-16 AEBG Funds**

**15-16 AEBG Entitlements**    \$10,946,727  
**15 - 16 Member Allocations**    \$0

**16-17 AEBG Funds**

**16-17 AEBG Entitlements**    \$11,128,458  
**16 - 17 Member Allocations**    \$11,128,458

## MEMBER ALLOCATIONS

#	Member Name	Consortium Allocations (15-16)	Consortium Allocations (16-17)
1	Davis Joint Unified School District	\$304,333	\$304,333
2	Twin Rivers Unified School District	\$2,653,394	\$2,653,394
3	Natomas Unified School District	\$252,262	\$252,262
4	Center Joint Unified School District	\$185,012	\$185,012
5	San Juan Unified School District	\$1,502,789	\$1,502,789
6	Sacramento City Unified School District	\$1,079,980	\$1,079,980
7	Galt Joint Union High School District	\$301,621	\$301,621
8	Folsom-Cordova Unified School District	\$602,568	\$602,568
9	Elk Grove Unified School District	\$1,838,942	\$1,838,942
10	Sacramento County Office of Education	\$1,134,449	\$1,316,178
11	Washington Unified School District	\$328,596	\$328,596
12	El Dorado County Office of Education	\$170,071	\$170,071
13	Amador County Unified School District	\$592,711	\$592,711
14	Los Rios Community College District	\$0	\$0
<b>Grand Total</b>		<b>\$10,946,728</b>	<b>\$11,128,458</b>

**Funding Changes** There are no significant funding changes for members for the 2016-17 reporting year. All members received no less than what they received in 2015-16. CAERC received an additional allocation of \$181,730 in 2016-17.

**Consensus and Approval Process** The consortium formed a Fiscal Allocation Workgroup in Fall 2015 which reconvened in February 2016. The purpose of the workgroup was to develop recommendations to revise the CAERC 2015-16 budget and to allocate funds for the 2016-17 budget. All members were invited to attend the workgroup meetings and participate in the decision-making process. The workgroup developed and agreed upon the recommendations through a consensus model. Then, public notification was provided as members and the fiscal agent posted the meeting agenda at their respective local sites and the agenda was available online via the consortium website. The workgroup recommendations for the 2016-17 allocation schedule was presented at a public meeting for public comment, questions, and discussion. The officially-designated members reached consensus and voted unanimously to approve the allocation schedule.

## OTHER RULES AND PROCEDURES

**Additional Information**

At this time, there is no additional information to report.

**Supplementary Documentation**

## SIGNATURE BLOCKS

**Sacramento County Office of Education**

Ely, Bethany

**Washington Unified School District**

Signature:



Ramos, Alejandro

**Twin Rivers Unified School District**


Signature:



White, Jacqueline

**San Juan Unified School District**

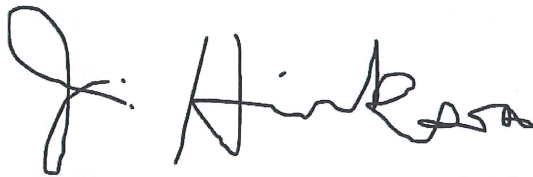
Signature:



Messer, Rick

**Sacramento County Office of Education**

Signature:



Hinkson, Joyce

**Sacramento City Unified School District**

Signature:



Lytle Gilmore, Sue

**Natomas Unified School District**

Signature:



Smith, Christine

**Los Rios Community College District**

Signature:



Lorimer, Sue

**Galt Joint Union High School District**

Signature:



Lemmon, Robert

**Folsom-Cordova Unified School District**

Signature:



Linebarger, Charlie

**Elk Grove Unified School District**

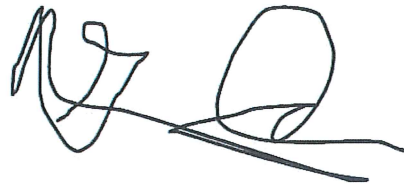
*Signature:*



*Malkiewicz, Karen*

**Davis Joint Unified School District**

*Signature:*



*Sauser, Grace*

**Center Joint Unified School District**

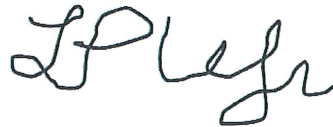
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*Collier, Alyson*

**Amador County Unified School District**

*Signature:*



*Wagner, Butch*

**El Dorado County Office of Education**

*Signature:*



*Publicover, David*